



DD/S 59-3934 A

card 26 Oct 1959

The Honorable Franklin G. Floete
Administrator
General Services Administration
Washington 25, D. C.

Dear Mr. Floete:

Thank you for the opportunity to review the draft of the proposed U. S. Government Correspondence Manual. We view this draft as an excellent piece of work and are confident that it will promote the benefits you wish to achieve.

We plan to use the published edition of the Manual to the fullest extent possible. Part II, Preparation of Miscellaneous Papers; Part III, Style Practices; and several Chapters of Part I, Preparation of Correspondence, will be used in their entirety without modification. The remaining Chapters of Part I will be used in modified form to adapt them to the particular needs of the Central Intelligence Agency. Ultimately, we hope to supersede the major portion of our present correspondence handbook with the U. S. Government Correspondence Manual. We will work toward this goal with subsequent revisions of our handbook.

In view of our intended use of the Manual, we suggest that its coverage and organization remain as proposed in the draft. With respect to minor corrections or revisions, editorial or otherwise, we have instructed to contact your representative in the National Archives and Records Service.

Sincerely,

SIGNED

L. K. White
Deputy Director

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